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STATISTICAL REPORT OF ISB ACTIVITIES
FOR MAY 1955

Visual Aids Section

1. Received a total of 20 request for the planning and the construction of visual training aids and graphic materials for training purposes.

2. Planned and completed the artwork and shop-work on a total of 86 items, including sketches, graphs, drawings, signs, posters, and display items, of which:

- a. Two projects totaled 40 man-hours or more.
 - b. Two projects totaled 80 man-hours or more.
 - c. Two projects involved artwork and the production of display-type and exhibit materials.
3. Received a total of 7 requests for photographic aid and camera assistance, including taking still pictures, processing, developing, and printing.
- a. Processed and developed four still picture requests, thirty-one originals, totaling 50 prints.
 - b. Processed and developed 60 ft. of ophthalmograph film (35mm.).

Map Training Officer

1. Number of requests for maps or services - 30
2. Number of map sheets distributed: In OTR, 1337
Outside OTR, 18
3. Number of photographs distributed - 87
4. Completed compilation of the first four sections of the Hydrographic Symbol book and sent it to Reproduction.
5. On 31 May entered the TSS Photography Course which will run for four weeks.

Editorial and Reproduction Section

1. Edited three special instructional projects; total pages, 157.
2. Edited, typed, processed and distributed 16 administrative communications from Office of Director of Training.
3. Processed 60 requests through Printing and Reproduction Division/10.
4. Reproduced internally, 74 requests from offices of OTR; 273 masters and/or stencils.

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Audio Aids Section

1. Number of request handled: 119 covering 192 items
2. Number of films procured: 171
3. Number of films projected: 99
4. Number of sound recordings made: 246 hours
5. Number of preventive maintenance checks made: 124
6. Number of emergency checks made: 23

Library Services Section

A. Operations of Libraries

1. Operated the OTR Library with this volume:

- (a) Book charges : 203
- (b) Document charges: 243 (Vault)
- (c) Periodical charges: 233
- (d) Book accessions: 576 (incl. TM's for [] TSS)
- (e) Classified document accessions: 4,240
- (f) Periodical accessions: 7
- (g) Inter-library loans: 70
- (h) GUIDE requests: 42
- (i) Book orders: 117
- (j) Post report charges: 12
- (k) Vertical file charges: 0
- (l) Documents ordered for retention: 221

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2. Serviced the sub-library collections in the following volume:

(a) [] Library

Reference requests: 16
Research requests: 1
Book accessions: 34
Document accessions: 349

(b) Other Collections

A&E Staff: 10	BOC: 12
Clerical Training: 5	Admin. Staff: 4
LETS: 52	O/TS: 45
Management Training: 22	Reading Improvement: 2
P/TD: 5	

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B. Reference, research and bibliographic functions

1. Processed 106 reference questions
2. Processed 8 research requests totaling 19 man hours
3. Conducted research and prepared 4 bibliographies containing a total of ? (Not completed).
4. Published 2 issues of the GUIDE containing a total of 197 annotated items

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